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Employee Leave Management System.

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Introduction of the Project Employee Leave Management System:

The "Employee Leave Management System" has been developed to override the problems prevailing in the practicing manual system. This software is supported to eliminate and in some cases reduce the hardships faced by this existing system. More over this system is designed for the particular need of the company to carry out operations in a smooth and effective manner.

The application is reduced as much as possible to avoid errors while entering the data. It also provides error message while entering invalid data. No formal knowledge is needed for the user to use this system. Thus by this all it proves it is user-friendly. Employee Leave Management System , as described above, can lead to error free, secure, reliable and fast management system. It can assist the user to concentrate on their other activities rather to concentrate on the record keeping. Thus it will help organization in better utilization of resources.

Every organization, whether big or small, has challenges to overcome and managing the information of Leave, Employee, Payroll, Leave Type, Salary. Every Employee Leave Management System has different Employee needs, therefore we design exclusive employee management systems that are adapted to your managerial requirements. This is designed to assist in strategic planning, and will help you ensure that your organization is equipped with the right level of information and details for your future goals. Also, for those busy executive who are always on the go, our systems come with remote access features, which will allow you to manage your workforce anytime, at all times. These systems will ultimately allow you to better manage resources.

Abstract of the Project Employee Leave Management System:

The purpose of Employee Leave Management System is to automate the existing manual system by the help of computerized equipments and full-fledged computer software, fulfilling their requirements, so that their valuable data/information can be stored for a longer period with easy accessing and manipulation of the same. The required software and hardware are easily available and easy to work with.

Employee Leave Management System, as described above, can lead to error free, secure, reliable and fast management system. It can assist the user to concentrate on their other activities rather to concentrate on the record keeping. Thus it will help organization in better utilization of resources. The organization can maintain computerized records without redundant entries. That means that one need not be distracted by information that is not relevant, while being able to reach the information.

The aim is to automate its existing manual system by the help of computerized equipments and full-fledged computer software, fulfilling their requirements, so that their valuable data/information can be stored for a longer period with easy accessing and manipulation of the same. Basically the project describes how to manage for good performance and better services for the clients.

Objective of Project on Employee Leave Management System:

The main objective of the Project on Employee Leave Management System is to manage the details of Employee, Leave, Company, Payroll, Salary. It manages all the information about Employee, Leave Type, Salary, Employee. The project is totally built at administrative end and thus only the administrator is guaranteed the access. The purpose of the project is to build an application program to reduce the manual work for managing the Employee, Leave, Leave Type, Company. It tracks all the details about the Company, Payroll, Salary.

Functionalities provided by Employee Leave Management System are as follows:

- Provides the searching facilities based on various factors. Such as Employee, Company, Payroll, Salary
- Employee Leave Management System also manage the Leave Type details online for Payroll details, Salary details, Employee.
- It tracks all the information of Leave, Leave Type, Payroll etc
- Manage the information of Leave
- Shows the information and description of the Employee, Company
- To increase efficiency of managing the Employee, Leave
- It deals with monitoring the information and transactions of Payroll.
- Manage the information of Employee
- Editing, adding and updating of Records is improved which results in proper resource management of Employee data.
- Manage the information of Payroll
- Integration of all records of Salary.

Scope of the project Employee Leave Management System

It may help collecting perfect management in details. In a very short time, the collection will be obvious, simple and sensible. It will help a person to know the management of passed year perfectly and vividly. It also helps in current all works relative to Employee Leave Management System. It will be also reduced the cost of collecting the management & collection procedure will go on smoothly.

Our project aims at Business process automation, i.e. we have tried to computerize various processes of Employee Leave Management System.

- In computer system the person has to fill the various forms & number of copies of the forms can be easily generated at a time.
- In computer system, it is not necessary to create the manifest but we can directly print it, which saves our time.
- To assist the staff in capturing the effort spent on their respective working areas.
- To utilize resources in an efficient manner by increasing their productivity through automation.
- The system generates types of information that can be used for various purposes.
- It satisfy the user requirement
- Be easy to understand by the user and operator
- Be easy to operate
- Have a good user interface
- Be expandable
- Delivered on schedule within the budget.

Reports of Employee Leave Management System:

- It generates the report on Employee, Leave, Leave Type
- Provide filter reports on Company, Payroll, Salary
- You can easily export PDF for the Employee, Leave Type, Payroll
- Application also provides excel export for Leave, Company, Salary
- You can also export the report into csv format for Employee, Leave, Salary

PROBLEM IN EXISTING SYSTEM

In the existing system the exams are done only manually but in proposed system we have to computerize the exams using this application.

- Lack of security of data.
 - More man power.
 - Time consuming.
 - Consumes large volume of pare work.
 - Needs manual calculations.
 - No direct role for the higher officials
-
- Cannot Upload and Download the latest updates.
 - No use of Web Services and Remoting.
 - Risk of mismanagement and of data when the project is under development.
 - Less Security.
 - No proper coordination between different Applications and Users.
 - Fewer Users - Friendly.

1.5. SOLUTION OF THESE PROBLEMS

The development of the new system contains the following activities, which try to automate the entire process keeping in view of the database integration approach.

1. User friendliness is provided in the application with various controls.
2. The system makes the overall project management much easier and flexible.
3. Readily upload the latest updates, allows user to download the alerts by clicking the URL.

4. There is no risk of data mismanagement at any level while the project development is under process.
5. It provides high level of security with different level of authentication.

PROPOSED SYSTEM

- To debug the existing system, remove procedures those cause data redundancy, make navigational sequence proper. To provide information about audits on different level and also to reflect the current work status depending on organization/auditor or date. To build strong password mechanism.
- Information shared only among authorized employees and managers leads to more effective communication and improved teamwork.
- System needs store information about new entry of Employee.
- System needs to help the internal staff to keep information of Leave and find them as per various queries.
- System need to maintain quantity record.

The aim of proposed system is to develop a system of improved facilities. The proposed system can overcome all the limitations of the existing system. The system provides proper security and reduces the manual work.

- Security of data.
- Ensure data accuracy's.
- Proper control of the higher officials.
- Minimize manual data entry.
- Minimum time needed for the various processing.
- Greater efficiency.
- Better service.
- User friendliness and interactive.
- Minimum time required.

ADVANTAGES

- Product and Component based
- Creating & Changing Issues at ease
- Query Issue List to any depth
- Reporting & Charting in more comprehensive way
- User Accounts to control the access and maintain security
- Simple Status & Resolutions
- Multi-level Priorities & Severities.
- Targets & Milestones for guiding the programmers
- Attachments & Additional Comments for more information
- Robust database back-end
- Various level of reports available with a lot of filter criteria's
- It contain better storage capacity.
- Accuracy in work.
- Easy & fast retrieval of information.
- Well designed reports.
- Decrease the load of the person involve in existing manual system.
- Access of any information individually.
- Work becomes very speedy.
- Easy to update information

Features of leave management:

Leave management software is used in absence management to track the number of employees taking leave along-with reasons and employees' expected return dates. Here are the features of leave management software:

1. Information shared only among authorized employees and managers leads to more effective communication and improved teamwork.
2. Provides accurate information about employees' scheduled absences, shifts, performance, and reason for leaves, wherever they might be located. It helps an organization to meet its objectives in time, whether internal or external customer services are the issue. Meeting those objectives depends on timely feedback on employee absences from the leave management software.
3. Controls the use of paid leave and helps you to understand who is available and why. This information allows you to better plan for increases in absences. It enables you to plan their work based on accurate information, e.g., arranging pay and break schedules accordingly.
4. Workflow tools like rescheduling an employee's shift, approving an absence, and requesting time off can be completed from a single point using a single login by users with individual permission levels, thus making it easier to manage the employees and leaves more effectively.
5. It gives continuous feedback so that future notifications of absences can be prepared and scheduled in advance to help manage absences in an organization, thus helping to improve effectiveness.

PROCESS MODELS USED WITH JUSTIFICATION

ACCESS CONTROL FOR DATA WHICH REQUIRE USER AUTHENTICATION

The following commands specify access control identifiers and they are typically used to authorize and authenticate the user (command codes are shown in parentheses)

USER NAME (USER)

The user identification is that which is required by the server for access to its file system. This command will normally be the first command transmitted by the user after the control connections are made (some servers may require this).

PASSWORD (PASS)

This command must be immediately preceded by the user name command, and, for some sites, completes the user's identification for access control. Since password information is quite sensitive, it is desirable in general to "mask" it or suppress type out.

INPUT AND OUTPUT

The main inputs, outputs and major functions of the system are as follows

Inputs:

- Admin enters his or her user id and password.
- Employee enter his or her user id and password.
- Employee send request for Leave.
- Employee can check for status for Leave.
- Admin can edit the employee details and so on..

Outputs:

- Admin gets his homepage.
- Employee get his homepage.
- Employee leave request data will be stored in database..
- Displays leave Status.
- Admin view employee details.

FUNCTIONAL REQUIREMENTS: EMPLOYEE LEAVE MANAGEMENT SYSTEM PROJECT

OUTPUT DESIGN

Outputs from computer systems are required primarily to communicate the results of processing to users. They are also used to provide a permanent copy of the results for later consultation. The various types of outputs in general are:

- External Outputs, whose destination is outside the organization.
- Internal Outputs whose destination is within organization and they are the
- User's main interface with the computer.
- Operational outputs whose use is purely within the computer department.
- Interface outputs, which involve the user in communicating directly with

OUTPUT DEFINITION

The outputs should be defined in terms of the following points:

- ☐ Type of the output
- ☐ Content of the output
- ☐ Format of the output
- ☐ Location of the output
- ☐ Frequency of the output
- ☐ Volume of the output
- ☐ Sequence of the output

It is not always desirable to print or display data as it is held on a computer. It should be decided as to which form of the output is the most suitable.

For Example

- ☐ Will decimal points need to be inserted
- ☐ Should leading zeros be suppressed.

Output Media:

In the next stage it is to be decided that which medium is the most appropriate for the output. The main considerations when deciding about the output media are:

- The suitability for the device to the particular application.
- The need for a hard copy.
- The response time required.
- The location of the users
- The software and hardware available.

Keeping in view the above description the project is to have outputs mainly coming under the category of internal outputs. The main outputs desired according to the requirement specification are:

The outputs were needed to be generated as a hard copy and as well as queries to be viewed on the screen. Keeping in view these outputs, the format for the output is taken from the outputs, which are currently being obtained after manual processing. The standard printer is to be used as output media for hard copies.

INPUT DESIGN

Input design is a part of overall system design. The main objective during the input design is as given below:

- To produce a cost-effective method of input.

- To achieve the highest possible level of accuracy.
- To ensure that the input is acceptable and understood by the user.

INPUT STAGES:

The main input stages can be listed as below:

- Data recording
- Data transcription
- Data conversion
- Data verification
- Data control
- Data transmission
- Data validation
- Data correction

INPUT TYPES:

It is necessary to determine the various types of inputs. Inputs can be categorized as follows:

- External inputs, which are prime inputs for the system.
- Internal inputs, which are user communications with the system.
- Operational, which are computer department's communications to the system?
- Interactive, which are inputs entered during a dialogue.

INPUT MEDIA:

At this stage choice has to be made about the input media. To conclude about the input media consideration has to be given to;

- Type of input
- Flexibility of format
- Speed
- Accuracy
- Verification methods
- Rejection rates
- Ease of correction
- Storage and handling requirements
- Security
- Easy to use
- Portability

Keeping in view the above description of the input types and input media, it can be said that most of the inputs are of the form of internal and interactive. As

Input data is to be the directly keyed in by the user, the keyboard can be considered to be the most suitable input device.

ERROR AVOIDANCE

At this stage care is to be taken to ensure that input data remains accurate from the stage at which it is recorded upto the stage in which the data is accepted by the system. This can be achieved only by means of careful control each time the data is handled.

ERROR DETECTION

Even though every effort is made to avoid the occurrence of errors, still a small proportion of errors is always likely to occur, these types of errors can be discovered by using validations to check the input data.

DATA VALIDATION

Procedures are designed to detect errors in data at a lower level of detail. Data validations have been included in the system in almost every area where there is a possibility for the user to commit errors. The system will not accept invalid data. Whenever an invalid data is keyed in, the system immediately prompts the user and the user has to again key in the data and the system will accept the data only if the data is correct. Validations have been included where necessary.

The system is designed to be a user friendly one. In other words the system has been designed to communicate effectively with the user. The system has been designed with pop up menus.

USER INTERFACE DESIGN

It is essential to consult the system users and discuss their needs while designing the user interface:

USER INTERFACE SYSTEMS CAN BE BROADLY CLASIFIED AS:

1. User initiated interface the user is in charge, controlling the progress of the user/computer dialogue. In the computer-initiated interface, the computer selects the next stage in the interaction.
2. Computer initiated interfaces

In the computer initiated interfaces the computer guides the progress of the user/computer dialogue. Information is displayed and the user response of the computer takes action or displays further information.

USER_INITIATED INTERGFIACES

User initiated interfaces fall into tow approximate classes:

1. Command driven interfaces: In this type of interface the user inputs commands or queries which are interpreted by the computer.
2. Forms oriented interface: The user calls up an image of the form to his/her screen and fills in the form. The forms oriented interface is chosen because it is the best choice.

COMPUTER-INITIATED INTERFACES

The following computer – initiated interfaces were used:

1. The menu system for the user is presented with a list of alternatives and the user chooses one; of alternatives.
2. Questions – answer type dialog system where the computer asks question and takes action based on the basis of the users reply.

Right from the start the system is going to be menu driven, the opening menu displays the available options. Choosing one option gives another popup menu with more options. In this way every option leads the users to data entry form where the user can key in the data.

ERROR MESSAGE DESIGN:

The design of error messages is an important part of the user interface design. As user is bound to commit some errors or other while designing a system the system should be designed to be helpful by providing the user with information regarding the error he/she has committed.

This application must be able to produce output at different modules for different inputs.

STRATEGIC APPROACH TO SOFTWARE TESTING

The software engineering process can be viewed as a spiral. Initially system engineering defines the role of software and leads to software requirement analysis where the information domain, functions, behavior, performance, constraints and validation criteria for software are established. Moving inward along the spiral, we come to design and finally to coding. To develop computer software we spiral in along streamlines that decrease the level of abstraction on each turn.

A strategy for software testing may also be viewed in the context of the spiral. Unit testing begins at the vertex of the spiral and concentrates on each unit of the software as implemented in source code. Testing progress by moving outward along the spiral to integration testing, where the focus is on the design and the construction of the software architecture. Talking another turn on outward on the spiral we encounter validation testing where requirements established as part of software requirements analysis are validated against the software that has been constructed. Finally we arrive at system testing, where the software and other system elements are tested as a whole.

UNIT TESTING

Unit testing focuses verification effort on the smallest unit of software design, the module. The unit testing we have is white box oriented and some modules the steps are conducted in parallel.

WHITE BOX TESTING

This type of testing ensures that

- All independent paths have been exercised at least once
- All logical decisions have been exercised on their true and false sides
- All loops are executed at their boundaries and within their operational bounds
- All internal data structures have been exercised to assure their validity.

To follow the concept of white box testing we have tested each form .we have created independently to verify that Data flow is correct, All conditions are exercised to check their validity, All loops are executed on their boundaries.

BASIC PATH TESTING

Established technique of flow graph with Cyclomatic complexity was used to derive test cases for all the functions. The main steps in deriving test cases were:

Use the design of the code and draw correspondent flow graph.

Determine the Cyclomatic complexity of resultant flow graph, using formula:

$$V(G)=E-N+2 \text{ or}$$

$$V(G)=P+1 \text{ or}$$

$$V(G)=\text{Number Of Regions}$$

Where $V(G)$ is Cyclomatic complexity,

E is the number of edges,

N is the number of flow graph nodes,

P is the number of predicate nodes.

Determine the basis of set of linearly independent paths.

CONDITIONAL TESTING

In this part of the testing each of the conditions were tested to both true and false aspects. And all the resulting paths were tested. So that each path that may be generate on particular condition is traced to uncover any possible errors.

DATA FLOW TESTING

This type of testing selects the path of the program according to the location of definition and use of variables. This kind of testing was used only when some local variable were declared. The definition-use chain method was used in this type of testing. These were particularly useful in nested statements.

LOOP TESTING

In this type of testing all the loops are tested to all the limits possible. The following exercise was adopted for all loops:

- All the loops were tested at their limits, just above them and just below them.
- All the loops were skipped at least once.
- For nested loops test the inner most loop first and then work outwards.
- For concatenated loops the values of dependent loops were set with the help of connected loop.
- Unstructured loops were resolved into nested loops or concatenated loops and tested as above.

Each unit has been separately tested by the development team itself and all the input have been validated.

System Security - EMPLOYEE LEAVE MANAGEMENT SYSTEM PROJECT

9.1. Introduction

The protection of computer based resources that includes hardware, software, data, procedures and people against unauthorized use or natural

Disaster is known as System Security.

System Security can be divided into four related issues:

- Security
- Integrity
- Privacy
- Confidentiality

SYSTEM SECURITY refers to the technical innovations and procedures applied to the hardware and operation systems to protect against deliberate or accidental damage from a defined threat.

DATA SECURITY is the protection of data from loss, disclosure, modification and destruction.

SYSTEM INTEGRITY refers to the proper functioning of hardware and programs, appropriate physical security and safety against external threats such as eavesdropping and wiretapping.

PRIVACY defines the rights of the user or organizations to determine what information they are willing to share with or accept from others and how the organization can be protected against unwelcome, unfair or excessive dissemination of information about it.

CONFIDENTIALITY is a special status given to sensitive information in a database to minimize the possible invasion of privacy. It is an attribute of information that characterizes its need for protection.

Conclusion of the Project Employee Leave Management System:

Our project is only a humble venture to satisfy the needs to manage their project work. Several user friendly coding have also adopted. This package shall prove to be a powerful package in satisfying all the requirements of the school. The objective of software planning is to provide a frame work that enables the manger to make reasonable estimates made within a limited time frame at the beginning of the software project and should be updated regularly as the project progresses.

Future Scope of the Project:

In a nutshell, it can be summarized that the future scope of the project circles around maintaining information regarding:

- We can add printer in future.
- We can give more advance software for Employee Leave Management System including more facilities
- We will host the platform on online servers to make it accessible worldwide
- Integrate multiple load balancers to distribute the loads of the system
- Create the master and slave database structure to reduce the overload of the database queries
- Implement the backup mechanism for taking backup of codebase and database on regular basis on different servers

The above mentioned points are the enhancements which can be done to increase the applicability and usage of this project. Here we can maintain the records of Employee and Leave. Also, as it can be seen that now-a-days the players are versatile, i.e. so there is a scope for introducing a method to maintain the Employee Leave Management System. Enhancements can be done to maintain all the Employee, Leave, Company, Payroll, Salary.

We have left all the options open so that if there is any other future requirement in the system by the user for the enhancement of the system then it is possible to implement them. In the last we would like to thank all the persons involved in the development of the system directly or indirectly. We hope that the project will serve its purpose for which it is developed there by underlining success of process.

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